



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-SO

4 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Alaska (USAG Alaska), Accident Reporting (Policy # USAG-AK-19)

1. All accidents are to be reported to the Garrison Safety Office within 10 days of occurrence. This requirement applies to injured U.S. Army Garrison Alaska military personnel on or off duty, on duty Garrison civilian employees, and damage to government property (facilities/equipment).
2. Accident Classifications. Accident/Incident classifications are defined as follows:
  - a. Class A - The resulting total cost of reportable damage is \$1 million or more, an Army aircraft, missile, or spacecraft is destroyed, or an injury and/or occupational illness resulting in a fatality or permanent total disability.
  - b. Class B - The resulting total cost of reportable property damage is \$200,000 or more but less than \$1 million, an injury and/or occupational illness resulting in permanent partial disability, or three or more personnel are inpatient hospitalized.
  - c. Class C - The resulting total cost of property damage is \$20,000 or more but less than \$200,000. This is a nonfatal injury causing any loss of time from work beyond the day or shift on which it occurred or a nonfatal illness or disability causing loss of time from work or disability at any time (lost-time case).
  - d. Class D - The resulting total cost of property damage is \$2,000 or more but less than \$20,000. For Fort Richardson purposes, a Class D will also include nonfatal injuries/illness that do not result in lost time from work or lost time only on the day or shift on which the incident occurred.
3. On-duty Civilian Injuries. Supervisors of injured civilian personnel shall notify the Garrison Safety Office as soon as possible by submitting a Civilian Injury Inquiry (CII) USARAK Form 19. If warranted, supervisory personnel along with the assistance of the Directorate's Safety Representative, must initiate accident investigation procedures in accordance with USARAK Regulation 385-1. In addition to submitting the USARAK Form 19, the supervisor and employee must complete a CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation using the Electronic Data Interchange (EDI) system. For more information on the EDI system and

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filing a CA-1, contact the Injury Compensation Program Administrator at the Alaska Civilian Personnel Advisory Center at 384-1350.

4. Military injuries. DA Form 285-AB-R, Abbreviated Ground Accident Report, will be used for reporting off-duty Class A and B accidents and on duty Class C and D ground accidents. DA Form 285 (U.S. Army Accident Report) is used only for reporting Class A and Class B on-duty ground accidents. USARAK Form 19 shall be used to report all accidents that do not meet the reporting criteria of a Class A through D on or off duty ground accidents.

5. We cannot accurately measure Risk Management integration and injury prevention effectiveness until all injuries and accidents are reported. Reporting all accidents, even those resulting in minor injuries and little or no property damage, enable leaders to intervene before someone is seriously injured or killed. Accidents and incidents resulting in injuries requiring first-aid and minor fender benders often share the same causation factors as those involving life-threatening injuries and major property loss.

6. For additional information or assistance on accident reporting requirements, contact your local Garrison Safety staff at FRA, 384-2382 or FWA, 353-7078. They can provide guidance and assistance regarding accident reporting criteria.

  
DAVID L. SHUTT  
COL, AR  
Commanding

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